



Board of County Commissioners Agenda Request

60
Agenda Item #

Requested Meeting Date: 7/25/2017

Title of Item: Personnel Committee Recommendations

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson		Department: Administration/HR
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A, consent
Summary of Issue: The Personnel Committee met on July 11, 2017, and recommends the following: *Accept the Job Evaluation consultant's recommendation of Grade 3 for the Assessment Technician position in the Assessor's Office.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to accept the job evaluation consultant's recommendation for the above-named position.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No Please Explain:		



Position Description

ASSESSMENT TECHNICIAN

Deleted: OFFICE ASSISTANT II

Department Assessor's Office
DBM/Grade Grade 3
Reports to County Assessor and Assistant County Assessor
FLSA Status Non-exempt
Union Status AFSCME Courthouse Unit

Deleted: Grade 3

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To provide office support for the Assessor's Office, provide information on property values, classifications, and available programs to inquiring taxpayers, and to accurately maintain homestead and disabled veterans exclusion records.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Processes and assists in verifying information for the homestead program, including the blind and disabled homestead program. Updates homestead social security report annually and verifies duplicate social security numbers with other taxing jurisdictions from state report. Submits related reports to the Department of Revenue.
2. Assists in greeting customers via phone or at the counter, directs calls, or takes accurate messages. Assists the general public with interpreting the MN property tax law, completing forms and responding to inquiries concerning the assessment process.
3. Completes the Electronic Certificates of Real Estate Value (eCRV's) and sends various survey forms to buyers and sellers of property.
4. Maintains classification changes and the land size adjustment program (COG program) for the property tax system in Aitkin County.



Position Description

5. Mails applications and maintains files for the Special Agricultural Homestead Classification, Disabled Vet Exclusion, Disability Homestead, and Exempt applications as needed.
6. Assists the Local and County Boards of Appeal and Equalization by preparing forms, typing minutes and letters after these meetings, and submitting required reports to the Department of Revenue.
7. Types correspondences, including but not limited to, memos, letters, and personal property notices. Processes payment vouchers.
8. Enters data in the computer system using CAMA, Apex, and Microsoft Office, which includes, value and classification changes.
9. Reviews and processes reports, including but not limited to, Duplicate Social Security reports, Disability reports, and Mobile Home reports,
10. Assists in the training of new office support staff as directed.
11. Performs other related work as assigned or apparent.

Minimum Qualifications

Administrative Support Diploma or equivalent, plus three or more years of general office support experience working with numbers, the public, and Microsoft Office Word and Excel; or an equivalent combination of education and experience. Typing speed of 35 w.p.m. or higher. Must have the ability to focus and work productively with continual interruptions. Experience working with Computer Aided Mass Appraisal (CAMA) system, property records, and/or real estate is beneficial.

Courses in assessment laws and procedures, residential appraisal principles and procedures, and/or mass appraisal basics, or a Certified Minnesota Assessor (CMA) license issued by the Minnesota State Board of Assessors is beneficial, but not required.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. State regulations and statutes, and guidelines established by the State Department of Revenue as they relate to the functions of the Assessor's Office.
3. Principles, methods, and techniques of real and personal property valuation and assessment.
4. Departmental policies sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various private firms and governmental agencies.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 35 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.

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Deleted: f Performs filing as needed, including field cards, applications, and other documents.

Comment [BD1]: Not required per State, but EE would have more knowledge when entering data.



Position Description

5. Good conflict management skills, decision making skills, negotiating skills, and time management skills.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Accurately entry large amounts of data under limited time frames.
3. Accurately sketch buildings.
4. Locate property owners in parcel mapping software, and to read legal descriptions and locate property owners in plat book and field books.
5. Explain laws and regulations pertinent to the assessment of property.
6. Operate office equipment, including but not limited to, computers, calculators, photo copier, digital scanner, and fax machine.
7. Understand and carry out oral and written instructions
8. Work independently and exercise good judgment.
9. Accurately perform mathematical computations and tabulations and to work with numbers over a prolonged period of time while maintaining a high degree of accuracy.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Intermediate Skills – Ability to calculate figures and amounts such as sales ratios, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software:

County Payroll Software/E-time, geographic information system, Microsoft Word, Excel, Outlook, Minnesota Counties Information Systems (MCIS) property tax and Computer Aided Mass Appraisal (CAMA) systems, and Apex digital sketching software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of Aitkin County.

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Position Description

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate. Infrequent travel for errands or off-site training may be required. Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks such as data entry; occasionally subject to dealing with irate taxpayers in person and via telephone. Standing and bending to respond to inquiries and to obtain information are required.

Equipment and Tools

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, emergency weather-alert system, scanner, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, daily lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

05/10/2017

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."

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